

**DIVERSITY COUNCIL**  
**HOOVER BUILDING, LEVEL A, CONFERENCE ROOM 5**  
**APRIL 11, 2008**  
**2:30 PM – 4:30 PM**

Agenda Item	Notes
<b>Members Present</b>	Nancy Berggren, Department of Administrative Services – Human Resources Enterprise (DAS-HRE) Preston Daniels, Employee and Family Resources, Chair Renee Hardman, Bankers Trust, Co-Chair Jim Larew, Governor's Office Miguel Moreno, Department of Transportation Alba Perez, Greater Des Moines Partnership Walter Reed, Jr., Department of Human Rights Miriam Tyson, Iowa Department of Economic Development (IDED) Dinh VanLo, Tai Village, Inc. Stephen Wooderson, Iowa Vocational Rehabilitation Services (IVRS)
<b>Member Present via Video Conference</b>	Shirley Hicks, Iowa School for the Deaf, Retired
<b>Members Absent</b>	Mollie Anderson, Department of Administrative Services (DAS) Reginald Jackson, Wells Fargo Bank, N.A. Robin Jenkins, DAS-HRE Ralph Rosenberg, Civil Rights Commission Jonathan Thorup, Department of Public Safety
<b>Other Attendees</b>	Robert Bailey, DAS Susan Churchill, DAS-HRE Beverly Clark, IDED Joe Ellis, DAS-HRE Jesus Estrada, DAS-HRE June Froehle-Snyder, Department of Human Services (DHS) Syeta Glanton, Governor's Office Tomika Greene, DAS-HRE Kara Harvey, DHS Mary Ann Hills, DAS-HRE Tereasa Jefferson, Iowa Workforce Development Barbara Kroon, DAS-HRE Barb McClannahan, IVRS Jane Maynes, IDED Sharleen Newton, DAS-HRE Heather Palmer, Attorney General's Office Deborah Svec-Carstens, Governor's Office Bill West, DAS-HRE Bryan Wood, Concerned Citizen
<b>Agenda Items</b>	<ol style="list-style-type: none"> <li>I. Opening Remarks – Preston Daniels</li> <li>II. Review and Approval of Meeting Minutes of 03/28/08 <ol style="list-style-type: none"> <li>A. Renee Hardman made a motion to approve the minutes.</li> <li>B. Miguel Moreno seconded the motion.</li> </ol> </li> </ol>

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	<p>C. Minutes were approved.</p> <p>III. New Business</p> <p>A. Walter Reed spoke about a group called Everyday Democracy and their study, "Fueling Conversation and Action on Race."</p> <ol style="list-style-type: none"> <li>1. This is a useful tool for agency directors to use with staff.</li> <li>2. Walter Reed will discuss the study in more detail at the next meeting.</li> </ol> <p>B. For the benefit of non-Council members present, Preston Daniels reviewed the "ground rules" of the meeting.</p> <ol style="list-style-type: none"> <li>1. Members will speak after being acknowledged by the chair.</li> <li>2. Guests were asked to save their questions until the Public Comment period at the end of the meeting.</li> </ol> <p>C. Miriam Tyson would like the Council to consider having Jane Elliott, creator of the "Blue Eyes/Brown Eyes" bigotry study, speak at a future meeting.</p> <p>D. The Council agreed to have DAS develop a webpage within the DAS website to post approved Diversity Council minutes.</p> <p>IV. Sharleen Newton, BrassRing Administrator, provided an overview of the BrassRing Applicant Tracking System.</p> <p>A. Council members watched as Sharleen Newton applied for a position using the BrassRing online system.</p> <p>B. BrassRing is an off-the-shelf computer program that was made to fit the State's needs.</p> <p>C. Approximately 80% - 90% of all state applicants apply online with BrassRing. (The State also accepts mailed or faxed applications, which are then scanned into BrassRing by DAS-HRE staff.)</p> <p>D. Lists of qualified applicants, which are sent to agencies, only indicate race, gender, or disability if the position is underutilized.</p> <p>E. Discussion:</p> <ol style="list-style-type: none"> <li>1. Stephen Wooderson asked what kinds of jobs are not listed in BrassRing. <ol style="list-style-type: none"> <li>a. Sharleen Newton stated that non-merit jobs are generally not posted; however, hiring managers may request that non-merit positions be posted in BrassRing.</li> <li>b. Nancy Berggren stated that there are approximately 2,000 non-merit jobs in state government and 95% of these are not in BrassRing.</li> </ol> </li> <li>2. Preston Daniels wanted to know the level of the 2,000 positions that are not posted in BrassRing. <ol style="list-style-type: none"> <li>a. Nancy Berggren stated that all non-merit positions are specified in the Iowa Code.</li> <li>b. DAS-HRE will provide a listing of all non-merit positions per department for the next meeting.</li> </ol> </li> </ol> <p>V. Subcommittee Reports</p> <p>A. Report to the Governor – This subcommittee had nothing to report at this time.</p> <p>B. Best Practices – Renee Hardman reported to the Council on behalf of the subcommittee.</p> <ol style="list-style-type: none"> <li>1. The subcommittee identified local companies that have excelled in the area of Diversity and might be willing to discuss best practices at Diversity Council meetings.</li> <li>2. The subcommittee would like to begin bringing in speakers in June.</li> <li>3. The Council agreed to hear from four companies.</li> <li>4. Discussion: <ol style="list-style-type: none"> <li>a. Alba Perez pointed out that the Council should define "Diversity" for itself before having anyone come to speak about best practices; the Council agreed to discuss this at the next meeting.</li> <li>b. Miguel Moreno suggested finding a company with union members, as the State works with unions.</li> <li>c. If a Council member has any additions for the potential list of companies, he or she will send them to Renee Hardman.</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>C. Training for Entire State Workforce – Governor Culver received the Council's preliminary report and agreed to a 60-day extension.</li> <li>D. Alba Perez suggested that the Council develop a way to communicate issues and concerns directly to Governor Culver. <ul style="list-style-type: none"> <li>1. The Council could communicate in writing directly to the Governor and ask him to respond in writing.</li> <li>2. The Council could meet with the Governor quarterly.</li> <li>3. Jim Larew stated that he would look into this.</li> </ul> </li> <li>VI. The Council named members of three subcommittees: <ul style="list-style-type: none"> <li>A. State's Hiring Practices and Policies <ul style="list-style-type: none"> <li>1. Reginald Jackson</li> <li>2. Miguel Moreno</li> <li>3. Walter Reed</li> <li>4. Miriam Tyson</li> <li>5. Dinh VanLo</li> <li>6. DAS-HRE Staff Support</li> </ul> </li> <li>B. Employee Referral System <ul style="list-style-type: none"> <li>1. Shirley Hicks</li> <li>2. Robin Jenkins</li> <li>3. Stephen Wooderson</li> <li>4. DAS-HRE Staff Support</li> </ul> </li> <li>C. Diversity Plans <ul style="list-style-type: none"> <li>1. Preston Daniels</li> <li>2. Renee Hardman</li> <li>3. Alba Perez</li> <li>4. Ralph Rosenberg</li> <li>5. DAS-HRE Staff Support</li> </ul> </li> </ul> </li> <li>VII. The Council established a meeting schedule after April 25, 2008: <ul style="list-style-type: none"> <li>A. Thursday, May 8 – 2:30 p.m. – 4:30 p.m.</li> <li>B. Thursday, May 22 – 2:30 p.m. – 4:30 p.m.</li> <li>C. Thursday, June 12 – 2:30 p.m. – 4:30 p.m.</li> <li>D. Thursday, June 26 – 2:30 p.m. – 4:30 p.m.</li> </ul> </li> <li>VIII. Citizen Input Discussion <ul style="list-style-type: none"> <li>A. Preston Daniels would like to look into the possibility of having Council members go outside of Polk County – to four sections of the state – to speak to the public.</li> <li>B. The Council will discuss this issue at the next meeting.</li> </ul> </li> <li>IX. Public Comment <ul style="list-style-type: none"> <li>A. Beverly Clark, IDDED, asked two questions: <ul style="list-style-type: none"> <li>1. Can the Council include the list of non-merit agencies with the minutes of the next meeting? Answer: Yes.</li> <li>2. Is this meeting being made public for citizens? <ul style="list-style-type: none"> <li>a. The meeting is being posted on the State's public meeting calendar and at the physical location.</li> <li>b. The Council can look into doing press releases.</li> <li>c. Preston Daniels stated that if anyone wants to be on a meeting-notification list to contact DAS (<a href="mailto:susan.churchill@iowa.gov">susan.churchill@iowa.gov</a>).</li> </ul> </li> </ul> </li> <li>B. Kara Harvey, DHS, asked the Council to consider choosing a business that reflects other disciplines – such as education or finance– to speak about best practices.</li> <li>C. Terease Jefferson, IWD, asked to receive copies of previous Diversity Council minutes. (Susan Churchill will send them to her.)</li> </ul> </li> </ul>
Items for Next Meeting	<ul style="list-style-type: none"> <li>I. Overview of State Hiring Practices – Presentation #4: Hiring Practices Example – Department of Natural Resources</li> <li>II. Subcommittee Reports <ul style="list-style-type: none"> <li>A. Report to the Governor</li> </ul> </li> </ul>

Agenda Item	Notes
	B. State's Hiring Policies and Practices C. Diversity Training for Entire State Workforce III. "Fueling Conversation and Action on Race" IV. Working Definition of "Diversity" V. Citizen Input – Discussion of Logistics VI. Public Comment
<b>Next Meeting</b>	The next meeting will be held on Friday, April 25, 2008, from 2:30 p.m. – 4:30 p.m. in Conference Room 5 in the Hoover Building, Level A.
<b>Adjourned</b>	Meeting adjourned at 4:30 p.m.